

SECRET

Approved For Release 2000/08/22 : CIA-RDP61-00274A000200170015-2

COMPLETION REPORT ON MANAGEMENT PROJECT
BY O&M SERVICE

PROJECT NUMBER

TYPE OF PROJECT

☒ Survey ☐ System
☐ Specific Problem

DATE OF REQUEST

3 Feb. 1956

ORGANIZATIONAL COMPONENT REQUESTING SERVICES

Chief, Management Staff

BRIEF DESCRIPTION OF PROJECT

To identify the principal personnel records maintained in headquarters components and their uses.

To summarize these data and present them for analysis by the Management Staff

IMMEDIATE RESULTS ACCOMPLISHED

Analysis sheets were prepared summarizing basic records examined and emphasizing their duplication.

RECOMMENDED FUTURE ACTION

25X1A9a

25X1A9a

PROJECT ANALYST

ASST. MGT. OFFICER

DATE STARTED
8 Feb. 1956

DATE COMPLETED
30 March 1956

MAN DAYS REQUIRED

Analyst

Clerical

Total

DATE OF NOTIFICATION OF COMPLETION TO ORGANIZATIONAL COMPONENT

30 March 1956

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